

Needs Analysis, the first step in an effective training program

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Today, training is more critical than ever for successful plant operation. Many companies now operate with a smaller work force, use more sophisticated technology, and need to train new employees to replace those who are retiring. Safety and quality regulations also require training to maintain employee skills. Training can often make the difference between the success and failure of a new project or program.

Training must be planned for, and incorporated into, a company's schedule. Bently Nevada can help you design an effective training program which saves time and money. We can also help you forecast your future training costs and recommend the training media that is most cost-effective for your facility. We analyze your employees' training requirements in light of your plant's particular operation, then help you identify the people who need training. We recommend the subjects and the training methods that will meet your needs, then schedule training at your convenience.

A Bently Nevada Needs Analysis helps you plan training by answering these four basic questions:

1. Who needs training?

Employees who install, maintain or use vibration monitoring or diagnostic equipment may require training. Obviously, employees who can't perform to your job standards will require training. However, many employees whose performance is

satisfactory can contribute more if they better understand the tools and techniques for evaluating machine condition. Our Needs Analysis can help you identify those employees.

2. What do they need to learn?

Training is most efficient, and most interesting, when it is directly applicable to your workplace and when it gives students knowledge and skills they don't already have. Each employee should know about the particular machines in your plant, to a degree proportional to his job responsibility. Some may need to understand monitoring system installation and maintenance, others may need an in-depth knowledge of machinery diagnostics. However, it is wasteful to spend time and money teaching your employees what they already know. By targeting certain employees for specific training, a Bently Nevada Needs Analysis helps you get the most value from your training budget.

3. When and how should training be conducted?

Practice helps students retain what they've learned. Therefore, it's best to train employees in tasks they will perform soon afterward. It also benefits the plant, because the employee remembers, and applies, more of what he's learned.

After we have completed a Needs Analysis, we meet with your Plant Manager to plan a training schedule, based on your facility's outage schedule and future installation plans. If time doesn't permit you to send students to our courses, we can come to your plant and conduct training on

site. If your schedule changes, we can reschedule your training. We also have self-paced training and Computer Based Training materials, which your employees can study, and review, at any time.

4. Should your employees be certified?

Certification is important to prevent unqualified employees from adversely affecting people, the plant or the process. Another reason is meeting OSHA 1910.119(g) requirements. In the field of vibration analysis and machinery management, no governmental organization has established standards of performance. They are the responsibility of each plant.

Bently Nevada can help you establish a vibration analysis machinery certification program at your facility. We will work with you to define a standard of performance and will then design training modules to ensure employees can meet these requirements. The most important part of a certification program is to document that each employee has proved he understands the material or can perform a task.

We recently conducted a Needs Analysis for one of our customers. They asked us to analyze the training required to make their Condition Monitoring Group proficient in maintaining previously-installed Bently Nevada transducers and monitoring systems. We interviewed six employees; each interview took three hours. In two days, we had a report ready. Our report defined the skills each person should have, the training each required to gain those skills, and training methods, media, and a schedule that was most appropriate for our customer.

A Bently Nevada Needs Analysis can help you get the most from your training budget, by helping you to target training where it is needed most. For more information, contact the Bently Nevada Technical Training Department, at (702) 782-3611 extension 9682, or your nearest Bently Nevada sales representative. ■